

TRANSMITTAL SLIP

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FORM NO 241  
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REPLACES FORM 36-8  
WHICH MAY BE USED.

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DD/S 70-2843

8 JUL 1970

## MEMORANDUM FOR THE RECORD

SUBJECT: Use of CRAMS Report (Computerized Record Agency  
Metropolitan Space)

1. Computerized space records are the statistics on the utilization of Agency space in the Metropolitan Washington Area. The system is identified as CRAMS. The in-put data has been developed by the Architectural Design Staff, Logistics Services Division, OL and is fed into the system daily, and the results are readily available on short notice at any given time.

2. The data print-out summaries with any requested visual aids, i. e. , floor plans and/or sketches are distributed to the four directorates quarterly for review, verification, and up-dating of information. The directorates receive only the section of CRAMS which they occupy. The reports list the amount of space, the type of space, the personnel occupancy, and the utilization ratios for each second-level component while identifying all third-level components in total as well as individual buildings.

3. This system is used to: (a) make available current information to management on the amount of space occupied and the utilization the components are making of their space; (b) identify areas that can be better utilized; (c) allow management to quickly respond with accurate information to inquiries on space problems and to identify those areas where space savings might be accomplished; (d) assist the directorates in their operational and personnel planning in identifying adjacent areas which might be important to a directorate for long-range planning, i. e. , vault areas, machine rooms, etc. , telephone rooms, pneumatic tube areas, etc. ; (e) by Building Planning Staff to give complete information on the different components, their locations, space presently being occupied, and number of stations, etc.; (f) by Logistics Services Division, OL in its many support functions; transportation, supplies, mail distribution, telephone, etc. as well as planning for weather emergencies and civil disturbances.

## SPACE DECISIONS:

MORI/CDF Pages 5-8

New Space: New space which increases the Agency's present holdings must be approved by the DCI through the DDS. This type of space is obtained from GSA through RECD/OL.

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downgrading and  
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SUBJECT: Use of CRAMS Report (Computerized Record Agency Metropolitan Space)

Replacement Space: Replacement space which does not increase Agency holdings but simply replaces square foot for square foot must be approved by the DDS on recommendation from LSD/OL. This type of space is usually worked out by LSD/OL on request from the Directorate concerned with the concurrence of the DDS.

Space Changes within Current Space Holdings: Minor space changes (under \$5,000 cost) within existing holdings of a Directorate are normally approved and accomplished by LSD/OL.

Major space changes (over \$5,000) are forwarded with recommendations of LSD/OL through the D/L to the DDS for approval prior to accomplishment.

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Chief, Logistics Services Division, OL

Distribution:

Orig & 1 - DDS

1 - OL Reading File

1 - OL/LSD Official

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OL/LSD



(7 July 1970)

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DD/S 70-2493

18 JUN 1970

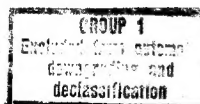
**MEMORANDUM FOR: Director of Logistics**

**SUBJECT : Space Requirements**

1. On 10 June the Executive Director, the DD/S and the DD/S&T met with the Director concerning additional space requirements to house three DD/S&T space requirements which are over and above our present space availability. In addition was the stated need of the DD/S to have turn around space in order to effect space adjustment. In the course of the meeting the Director was quite concerned over the developing nature of these space requirements which called for a new space allocation to Agency holdings in the Washington Metropolitan Area.
2. The Director concluded the meeting by stating that in the future no tasks or jobs will be accepted without his personal approval if they require any new office space in Washington. He emphasized that, in presenting any future requests to the Executive Director, the Directorate or Office concerned must indicate not only the dollar and people requirements but space as well. Upon submission a decision will be made which might entail dropping the proposed project or transferring it to another Agency or eliminating an existing activity to make room for a new priority program. The Director emphasized that he wants to reduce his space holdings in the Metropolitan area.
3. It was evident that projects which are approved in their formative stages and which continue to grow as the project progresses and incurs additional space requirements, have not been given, in the past, the degree of attention to the space factor which are now to be established. Projects which are of a  with accommodation drew particular attention. It was made quite specific that these types of projects would not be conducted in the future at the expense of Agency available

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the same decision factor. In the general discussion of space availability and space needs it was clearly expressed that Agency buildings should be considered secure in light of our extensive guard, building, and other forms of control, and the necessity to create sanctums within and their consequent expense was questioned. This pertains to special areas, restricted areas, secure rooms, screened rooms, vault areas, etc. A number of other comments along this line were made as to what might be construed as excessive efforts towards compartmentation with the consequent costs and inflexibility of space use which may not be justified or necessary in light of other protective measures and systems.

4. Up to this time the DD/S which has responsibility for space allocation and services has largely acted as a recipient of requirements and has sought ways and means of satisfying those requirements. Certainly in this process the DD/S has effected savings and adjustments below those requirements submitted by the operating components. The substance of the requirement and the configuration of the space where equipment, facilities, and measures of security have been largely dictated by the requesting component.

5. It is now apparent that the DD/S must take a more positive controlling posture in considering any space requirements for a new or expanding activity. Some considerations which the DD/S must invoke with the requesting components are as follows. The DD/S (Office of Logistics) must approve each space move and will not approve a space requirement request or move when there appear to be alternative actions consistent with the space policy and which serve the purpose of the component.

a. Can the new requirement be accommodated within the existing space allocation for the component involved, if not,

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b. If the new project is a joint one with some other Department or Agency can the new requirement be located within the space facilities of the other Department or Agency

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c. If a new requirement is of utmost priority and extremely sensitive and must be in the Headquarters Building or definitely in Agency facilities in the Metropolitan area, what other components of the Agency can be moved

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d. In light of the expressed desire to reduce space holdings in the Metropolitan area, what activities, facilities, or functions can be relocated

thereby effecting space savings in this area?

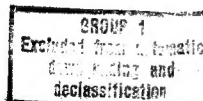
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e. The enlargement of any special purpose program for new space facilities should be the subject of any of the considerations of alternative housing as set forth above.

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6. The considerations set forth above will require all components of the DD/S, particularly the Office of Logistics, involved in space facilities to take an active part in the considerations involving space for any new project. This means that close coordination must be effected with the components of the Agency where new projects or programs are under consideration and the chiefs of support, the logistics officers, and other DD/S representatives located in other components must play an active part in supporting the Office of Logistics in this initial consideration.

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7. A final consideration not mentioned above is that technical projects requiring additional people, space facilities, special issued equipment, and other similar facilities which exact a drain on Agency resources should also be considered from the standpoint of placing these requirements on the contractor facilities and locating such a facility

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SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

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11 June 1970

MORNING MEETING ACTION ITEM

TO: All Executive Committee Members

The Director noted that, following a discussion with the Executive Director, DD/S, and DD/S&T last evening, he concluded that in the future no tasks or jobs will be accepted without his personal approval if they require any new office space in Washington. He emphasized that, in presenting any future requests to the Executive Director, the directorate or office concerned must indicate not only the dollar and people requirements but space as well. Upon submission a decision will be made which might entail dropping or transferring to another agency an existing or planned activity to make room for a new priority program.

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25 June 1970

AGENCY SPACE AND RELATED MATTERS  
(Outline for the DDS to use in Briefing the DCI)

A. Introduction

1. The Agency has space management program in operation.
2. Constantly shifting priorities force continuing space adjustments upon an Agency of this type; each reorganization involves a series of intricate moves.
3. The Agency's complex of space systems, managed largely by the Office of Logistics, has received favorable comment elsewhere in the government; GSA and NSA have requested Agency information and guidance on space management matters.
4. Space is considered to be an essential aspect in the conduct of Agency business. Our space activities concern themselves with the Agency in its entirety and the well-being of each individual employee.

B. Creating an Effective Working Environment

1. Raw materials and natural forces have to be met; "space" needs to be built.
2. Compatibility with good work practices and efficiency is essential.
3. Totality of the elements comprise the work space in order to satisfy the Agency and the employee.
4. All essential equipment and supporting services are concerned such an inclusive pattern.
5. Effective space planning and efficient space utilization is an essential goal to permit each employee to carry out his assigned responsibilities.
6. Agency control and Security place some unusual conditions on Agency space.
7. Communication and working relationships between Agency elements are also governing factors in space planning and management.

C. Elements of Space (Chart #1)

1. Template on Chart #1 typifies a unit of space; normal electrical outlets, phone, walls, floor, air conditioning and light - all are part of any space consideration.

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2. The overlay on Chart #1 portrays emergency and standby requirements to be interwoven in a space consideration where applicable; this includes fire protection systems (heat/smoke), security alarms, special phones, selected light fixtures and other electric connections such as door alarms, standby air conditioning, standby power source, humidity control.

D. Agency Locations in the Washington Metropolitan Area

1. Locations (Chart #2)

- a.  in the Metropolitan Area house Agency personnel.

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- b. The chart locates each of these and indicates the number of people and space involved at each location.

2. Major space allocations (Chart #3)

- a. A breakdown is shown of Office type and Other type space for the Agency as a whole, and for the Office of the Director, the Independent Offices, and the 4 Directorates.
- b. Categories of other space, special purpose and storage; details are on bottom of Chart.

3. Further breakdown of office and other space:

- a. Chart #3a DCI and Independent Offices
- b. Chart #3b DDS Components
- c. Chart #3c DDP Components
- d. Chart #3d DDI Components
- e. Chart #3e DDS&T Components

4. Building by building breakdown of Agency occupancy (Chart #4)

- a. Office and other space statistics by building occupied in the Metropolitan Area.
- b. Components within each building are identified.
- c. Dispersal of components should be noted, OS in 4 buildings, for example.

E. Tools of Space Management:

1. Guidelines

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- a. Professional standards, systems, and planning papers.
    - b. Government journals, layout guides, templates, equipment details and working floor patterns.
  2. Agency Authority - CIA Act of 1949.
  3. Agency regulations, handbooks and instructions.
  4. OL instructions, procedures, reporting and recording systems, and personnel instructions.
  5. Accommodation of requests, requestor and LSD/OL; impliment coordination with OS, OP, PPB, etc.
  6. Master floor layout (template); on walls of LSD Space Planning Room, 1J45, (Chart #5).
    - a. Current status of constantly fluid Agency space situation.
  7. Computer Run on Agency Metropolitan Space (CRAMS)
    - a. Begun November 1968.
    - b. Depicts space, personnel status and ratio between the two.
    - c. CRAMS is an executive tool for management of the Agency's space program.
    - d. Monthly exchange between each component and OL support the CRAMS report; pages of latest run portraying each component's assigned space as provided to the component monthly.
  8. A "Brown Book" is made up for the space related offices of the OL; this presents current facts, in template form, of all Agency assigned space in the Metropolitan Area.
    - a. This looseleaf compendium contains a clear revision of every space assignment indicating the occupying component.
- F. The requirements of a space adjustment (move).
1. Consider capabilities of Agency facilities to accommodate the request.
  2. Weigh the load placed upon all utilities and supporting systems by the requested change.

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3. Examine the ability to satisfy special purpose requirements.
4. Compare all possible solutions to the request submitted.
5. Identify problems and difficulties.
6. Develop a single shift or multiple checkerboard move plan.
7. Examples: 25X1

a.  (DDP reorganization)

- (1) Total money (\$125,000), Total time (approx. 20 months commencing April 1966).
- (2) Steps in the pattern of moves: WH to Rosslyn to provide "turnaround" space.

b. CHECKERBOARD (DCI, DDI (CRS), DDS, DDS&T then rest of DDI move.

- (1) Overall money (\$155,000), and Time (approx. 18 months commencing September 1967).
- (2) At least 80 changes in 137 line items PERT chart.

c. CIRIS (NIPE - Target Oriented Display)

G. Office space versus special purpose space. 25X1

1. The breakdown of space utilization in the Headquarters Building at time of occupancy 1961-1962  Machine Division, Libraries as examples of special purpose space,  25X  
Agency personnel. GSA, the cafeterias, etc.  25X  
sq. ft.
2. In 1968 the Headquarters Building was the most densely occupied of all of our building in the Washington Metropolitan Area,  25X  
The average by Directorates throughout the a  25X  
 Of this 47 percent was devoted to nonoffice use. As of 15 June 25X  
1970, this special purpose space has risen  of Agency net 25X  
usable space.
3.  25X

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4. Office of Computer Services example (Chart #6)

- a. Growth Factors.
- b. Constant preparation of new space.
- c. Costliness of type of construction.
- d. Complex and more costly reversion to normal office space, computer constructed space is almost "cast in concrete".
- e. Continuous serving of sensitive supporting elements - power, humidity, air conditioning.

H. Maximum utilization of space available to the Agency

1. Numerous new programs having to be accommodated:

- a. NPIC
- b. OSA
- c.
- d. SPS
- e. CI Special Activity
- f. CIRIS

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2. Management decisions have called for organizational changes in the structure of the Agency.

- a. DDS&T
- b. NIPE
- c. SAVA

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3. Space has been released.

- a. Reduced space requirements on switch to Rosslyn from DC.

b.

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Work To Do

1. Ready ORD's vacant space for FMSAC.
2. Ready ground floor (former WH area) for SOD, etc.
3. Move FMSAC from 5th and ground floors to first floor.
4. Ready GE78 for OEL.
5. Move OEL to GE78.
6. Ready 5G and 5F for OSP.
7. Move OSP from 6E28 and 6E25 to 5G and 5F.
8. Ready 6E25 for OBPAM.
9. Move 6D57 to 6E25.
10. Make ready 6D57 (OBPAM) for Personnel.
11. Move 6E1319 (Pers.) to 6D57 (OBPAM).
12. Ready 6E1319 for OBPAM).
13. Ready 6E18 thru 40 for SAS and Comar.
14. Move Comar from 5B to 6E Corridor.
15. Ready 5B space for OSA.

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16. Ready 6D29 - 6C39 for
- \_\_\_\_\_

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17. Ready FMSAC Control Center (2 parts).

18. Reconstruct Building Security Office.

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19 thru 40. DD/P moves



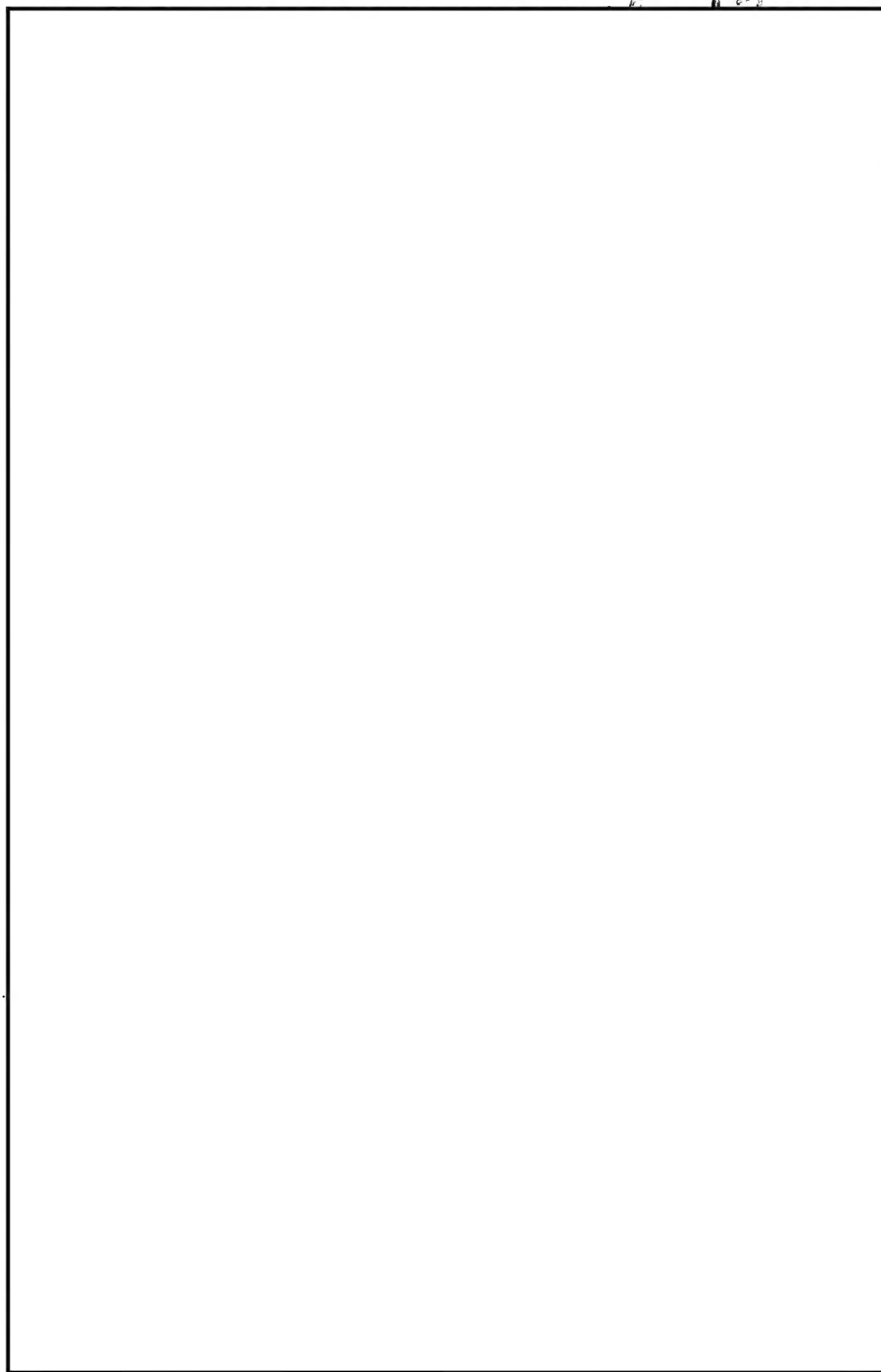
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